Client Enrichment Series

Welcome to today’s presentation on
A Demonstration of Electronic Occupancy Agreements (eOA)
The presentation will start at 2PM Eastern Time

Note: Phones are automatically muted during the presentation.
You can send questions and comments to the host and presenters via the “Chat” pane - we will answer as many questions as possible during the presentation.
All questions will be captured, and a formal Q&A document will be posted on our website, along with this slide deck and session recording - www.gsa.gov/ces
Client Enrichment Series
Demonstration of the Electronic Occupancy Agreement (eOA) Online Tool

Presented By:
Steven Peters
Portfolio Management Specialist
Real Property Asset Management
GSA PBS Central Office

Hosted By:
James Fotopoulos
Regional Planning Manager
Customer Engagement
GSA PBS Heartland Region (R6)
eOA Demo – Agenda

- Introduction
- Requesting Access to eOA
- Basic Site Navigation
- Searching for Agency Specific OA’s
- Reviewing OA Details
  - OA Rates History
  - Financial Summary
  - Signed Agreement
  - Preview Bill
  - Combined Signed Agreement and Financial Summary
- eOA Operation and Maintenance
- Troubleshooting eOA
eOA Application

About Electronic Occupancy Agreement

The Occupancy Agreement (OA) is a complete, concise statement of the specific financial terms and conditions by which a Customer occupies GSA-controlled space, whether it is government-owned or leased by GSA on the Customer’s behalf. When a project is initiated, a draft OA is created. Designed to provide the greatest amount of flexibility and choice, the OA documents the Customer’s requirements as they evolve. It provides important information to guide decision making with regard to budget and other issues. It also records and finalizes all the agreed-upon terms and conditions of tenant occupancy, so that the Customer and GSA enter the agreement with the same understanding and expectations.

The OA lets the Customer see what its costs will be and how various decisions will affect its rent bill. Electronic Occupancy Agreement (eOA) is a Customer-facing application where real-time Occupancy Agreement Information and documentation is available to enhance the Customer experience and support decision making.

Key Features

- Search OAs within designated Agency Bureau codes.
- Select and run report(s) tabulating financial and clause information.
- Preview rate calculations on the OA.
- Preview a merged OA before billing.
How to Request Access to eOA

eOA User Account Request Process

1. Go to http://www.gsa.gov/portal/content/242871
2. Complete the eOA User Account Request Form.
3. Send completed form to eoa-support@gsa.gov from your .gov email address.
4. Each request must be submitted from individual user email address.
Accessing eOA - PBS Portal Extranet Log On Page

Latest News
PBS recently upgraded extranet password requirements. Password requirements are currently posted here. Users may experience issues when changing their password. We are actively working to resolve this issue. If you require support, please contact the National Applications Help Desk at COPBSAPP@gsa.gov or 1-866-367-7878.

PBS Warning
This is a U.S. General Services Administration Federal government computer system that is FOR OFFICIAL USE ONLY. This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.
Logging On to eOA

Click to logon with One-Time Password
Logging On to eOA – Log in Screen

Enter username and password, and click Continue.
Logging On to eOA – Screen 1

After clicking “Continue”, you will get the following two screens.
Logging On to eOA – Screen 2

Sending OTP. Please wait...

IT Service Desk | Phone: (866) 450-5250 | Email: itservicedesk@gsa.gov
When you get the third screen (below), check your Agency email for the 5-digit pin, then enter it in the textbox and click “Enter”.
Logging On to eOA – PBS Portal

You will be taken to the PBS Portal. Select the eOA icon from the list of Extranet Applications.
Select the eOA icon to access the eOA application.
Navigating eOA

After the eOA application launches, the eOA Home Page Screen displays the OA search section and left navigation.
Navigating eOA - Features

Available eOA Features (with read only access):

• **OA Quick Search**

• **Left Navigation**
  - **Home**: Links to the home page, which in turn opens the Search screen.
  - **Search**: Links to the OA Search screen.
  - **Reports**: Links to the following four documents:
    - Financial Summary
    - Signed Agreement
    - Preview Bill
    - Combined Signed Agreement and Financial Summary
Searching for OAs

• Once a search has been submitted, a screen containing the OA search results listings will appear under the Search criteria.

• The number of search results found is listed as well as the number of rows displayed per page.
OA Search Results
Reviewing OA Details

• To view the details of an OA, click on the OA Number in the OA Search results. This will open a screen with the OA Details.

• The OA Details contains various OA information such as Location, Space/Parking, Rates, Joint Use charges, Billing Adjustments, Escalations, Tenant Improvements and Forced Move.
Reviewing OA Details - Chronology
Reviewing OA Details – Rates, Escalations, Adjustments

### Rates - Current Charges

<table>
<thead>
<tr>
<th>Rate (RSF/Space)</th>
<th>Annual Amount</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs</td>
<td>$547,347.72</td>
<td>10/2014 - 09/2016 (24 months)</td>
</tr>
<tr>
<td>Shell Reel</td>
<td>$533,284.24</td>
<td>10/2014 - 09/2016 (24 months)</td>
</tr>
<tr>
<td>Structured Parking</td>
<td>$13,159.36</td>
<td>10/2014 - 09/2015 (12 months)</td>
</tr>
<tr>
<td>JU Rentable Space</td>
<td>$8,372.63</td>
<td>10/2014 - 09/2016 (24 months)</td>
</tr>
<tr>
<td>JU Structured Parking</td>
<td>$845.23</td>
<td>10/2014 - 09/2016 (24 months)</td>
</tr>
<tr>
<td>JU Surface Parking</td>
<td>$0.00</td>
<td>10/2014 - 09/2016 (24 months)</td>
</tr>
</tbody>
</table>

### Escalations

OA Effective Escalation: October
PBS Fee %: 
Operating Cost Esc.?: Yes
Real Estate Taxes Esc.?: No
Parking Esc.?: Yes
Structured Parking Esc.?: Yes

### Billing Adjustment

<table>
<thead>
<tr>
<th>Audit No.</th>
<th>Dates</th>
<th>Last Billed</th>
<th>Type/Reason</th>
<th>RWA Fee</th>
<th>Monthly Total</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>297856</td>
<td>03/2013 - 01/2014</td>
<td>01/2014</td>
<td>Adjustment/ Late Activation</td>
<td>$0.00</td>
<td>-$2037.76</td>
<td>-$22,341.39</td>
</tr>
<tr>
<td>297857</td>
<td>03/2013 - 09/2013</td>
<td>09/2013</td>
<td>Adjustment/ Late Activation</td>
<td>$0.00</td>
<td>-$11,591.21</td>
<td>-$81,138.48</td>
</tr>
<tr>
<td>297859</td>
<td>03/2013 - 01/2014</td>
<td>01/2014</td>
<td>Adjustment/ Late Activation</td>
<td>$0.00</td>
<td>-$21,321.19</td>
<td>-$23,553.04</td>
</tr>
<tr>
<td>297858</td>
<td>10/2013 - 01/2014</td>
<td>01/2014</td>
<td>Adjustment/ Late Activation</td>
<td>$0.00</td>
<td>-$11,776.67</td>
<td>-$4,735.68</td>
</tr>
<tr>
<td>297850</td>
<td>12/2013 - 01/2014</td>
<td>01/2014</td>
<td>Adjustment/ Late Activation</td>
<td>$0.00</td>
<td>-$3,303.20</td>
<td>-$6,606.40</td>
</tr>
</tbody>
</table>

GSA
Reviewing OA Details – Tenant Improvements, Misc., Forced Move

### Tenant Improvements

<table>
<thead>
<tr>
<th>TENANT IMPROVEMENTS</th>
<th>TENANT IMPROVEMENTS</th>
<th>TI PAYMENT METHODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate/USF</td>
<td>Total</td>
<td>Rate/USF</td>
</tr>
<tr>
<td>Gen. Allow</td>
<td>$143,846.70</td>
<td>Local Const. Index</td>
</tr>
<tr>
<td>Cost Allow</td>
<td>$28,785.94</td>
<td>Amort. Term</td>
</tr>
<tr>
<td>Tot. Allow</td>
<td>$172,632.64</td>
<td>Amort. Start Date</td>
</tr>
<tr>
<td>Gen. Exp.</td>
<td>$0.00</td>
<td>Unamort. Bal</td>
</tr>
<tr>
<td>Cost. Exp.</td>
<td>$0.00</td>
<td>Amort. Int Rate (%)</td>
</tr>
<tr>
<td>Tot. Exp.</td>
<td>$0.00</td>
<td>RWA Direct Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total RWA Cost Including Fees</td>
</tr>
</tbody>
</table>

### Miscellaneous

- IGSE Order #: [Field Office: USTATE SERVICE CENTER]
- Buyer EPN: [Buyer TAS: ]
- Seller EPN: [Seller TAS: ]

### Forced Move

#### RENT DIFFERENTIAL

- Usable Square Feet: 15,361.00
- Old Rate ($SF/yr): $10.01/000
- RW Factor (Old Square): 1.452339063
- New Rate ($SF/yr): $16.765000
- RW Factor (New Square): 1.070300002
- Rate Differential ($SF/yr): $5.7566432

- Rate Differential (Month): $0.00
- Total Amount (Rent Diff Term): $0.00

#### UNDEPRECIATED LUMP SUM

- Original Lump Sum Amount: $0.00
- Original Term (months): 60
- Remaining Term (months): 0
- Undepreciated Lump Sum: $0.00

#### UNAMORTIZED BALANCE

- Original TI Amount: $0.00
- Original Interest Rate: 0.00%
- Original Term (months):
- Remaining Term (months):
- Unamortized Balance: $0.00

#### FORCED MOVE COST

- Physical Move: $24,372.19
- Telecom Cost: $10.00
- Systems Furniture: $8.00
- Special Equipment: $8.00

#### TOTAL FORCED MOVE COST

- Pay Through Rate: $0.00
- Pay to Displaced Agency: $24,372.19
- Total Cost: $24,372.19

#### RENT ON DISPLACED AGENCY’S SPACE

- Rentable Square Feet: 17,820.00
- Current Rate ($SF/yr): $16.765000
- Term of Renovation: [Total Amount]
- Displaced Agency Space: $0.00
Reviewing OA Rates History

The Rates History screen contains all billed charges on an OA, including current and future billed charges.

To view the Rates History, click on Rates History on the OA Details screen. A pop-up screen will open where all the OA rates (including Joint Use rates) are listed.
<table>
<thead>
<tr>
<th>Building Spec. &amp; Amort. Capital - GSA</th>
<th>Rate (RsF/Space)</th>
<th>Annual Amount</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs</td>
<td>$8.918688</td>
<td>$5,163.92</td>
<td>04/2005 - 04/2006 (13 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$5,052468</td>
<td>$5,214.36</td>
<td>05/2006 - 01/2007 (9 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$5,750090</td>
<td>$3,329.25</td>
<td>04/2007 - 09/2008 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$5,888000</td>
<td>$3,409.15</td>
<td>04/2008 - 03/2009 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$6,935200</td>
<td>$3,494.38</td>
<td>04/2009 - 03/2010 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$6,166000</td>
<td>$3,581.74</td>
<td>04/2010 - 03/2011 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$6,272865</td>
<td>$3,631.80</td>
<td>04/2011 - 03/2012 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$7,579090</td>
<td>$4,567.06</td>
<td>04/2012 - 03/2013 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$7,666690</td>
<td>$4,644.70</td>
<td>04/2013 - 03/2014 (12 months)</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$7,821869</td>
<td>$4,719.01</td>
<td>04/2014 - 03/2015 (12 months)</td>
</tr>
<tr>
<td>Other Contract Service</td>
<td>$0.000000</td>
<td>$0.00</td>
<td>04/2006 - 03/2012 (84 months)</td>
</tr>
<tr>
<td>Shell Rent</td>
<td>$26,435996</td>
<td>$15,308.76</td>
<td>04/2005 - 01/2007 (22 months)</td>
</tr>
<tr>
<td>Shell Rent</td>
<td>$18,302000</td>
<td>$10,613.07</td>
<td>04/2007 - 09/2012 (60 months)</td>
</tr>
<tr>
<td>Shell Rent</td>
<td>$22,960000</td>
<td>$13,309.92</td>
<td>04/2012 - 03/2017 (60 months)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RSF/Space</th>
<th>Annual Amount</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>JU Space</td>
<td>$774.93</td>
<td>04/1992 - 09/2006 (174 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$775.49</td>
<td>10/2006 - 07/2007 (10 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$775.49</td>
<td>08/2007 - 09/2007 (2 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$680.93</td>
<td>10/2007 - 06/2008 (12 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$704.01</td>
<td>10/2008 - 06/2009 (12 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$1,026.04</td>
<td>10/2009 - 09/2010 (12 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$1,226.85</td>
<td>10/2010 - 01/2012 (18 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$1,052.46</td>
<td>04/2012 - 09/2012 (6 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$1,114.70</td>
<td>10/2012 - 09/2013 (12 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$1,112.40</td>
<td>10/2013 - 09/2014 (12 months)</td>
</tr>
<tr>
<td>JU Space</td>
<td>$1,209.92</td>
<td>10/2014 - 03/2017 (30 months)</td>
</tr>
<tr>
<td>JU Structured Parking Spaces</td>
<td>$0.00</td>
<td>04/1992 - 09/2006 (174 months)</td>
</tr>
</tbody>
</table>
Reviewing the OA Financial Summary

• The Financial Summary Report (FSR) displays financial details of the Occupancy Agreement (space and rates paid).

• From the Left Menu Bar, click **Reports**, and then click **Financial Summary**. The **Financial Summary Document Criteria** section will open as a pop-window within the left-menu. Enter valid information into one or more of the search criteria fields.

• Click **Generate** to generate the document or **Reset** to erase your criteria selection. To download a PDF version of the document, click on the PDF icon.
### Financial Summary Report

<table>
<thead>
<tr>
<th>Charge Basis</th>
<th>Annual Charge</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shell Rental Rate</td>
<td>$53,294.24</td>
<td>$9.5080000000</td>
</tr>
<tr>
<td>a. General</td>
<td>5,618</td>
<td>$53,294.24</td>
</tr>
<tr>
<td>b. Structured (number of spaces)</td>
<td>$13,159.38</td>
<td>$1,012,269,000.00</td>
</tr>
<tr>
<td>c. Building Specific Amortized Capital</td>
<td>$706.00</td>
<td>$0.117701000</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Structured Parking</td>
<td>$65.23</td>
<td>$1,012,243,575.56</td>
</tr>
<tr>
<td>b. Joint Use Subtotal</td>
<td>$9,437.86</td>
<td>$1,012,084.5776</td>
</tr>
<tr>
<td>d. Total Annual Rent (A+B+C)</td>
<td>$123,945.21</td>
<td>$1,012,269,000.00</td>
</tr>
<tr>
<td>e. Adjustments Subtotal</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>f. Total Rent Bill (D+E)</td>
<td>$123,945.21</td>
<td></td>
</tr>
<tr>
<td>g. Total Antenna Bill</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>h. Total Reimbursable Services Bill</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>i. Total PB Bill (F+G+H)</td>
<td>$123,945.21</td>
<td></td>
</tr>
<tr>
<td>J. LUMP SUM ITEMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Physical Move Costs</td>
<td>$24,272.15</td>
<td></td>
</tr>
</tbody>
</table>

Note: ANR1 Rentable of 5,610 is 4,143 Assigned Usable Space PLUS 1,467 Common Space. R/U Factor is 1.3539999344.
Reviewing the Signed Agreement

• The Signed Agreement report displays the agreement between GSA and the client agency. It is generated to provide a signed copy of the Occupancy Agreement in the form of a report.

• From the Left Menu Bar, click Reports, and then click Signed Agreement. The Signed Agreement Document Criteria section will open as a pop-window within the left-menu. Enter valid information into one or more of the search criteria fields.

• Click Generate to generate the document or Reset to erase your criteria selection. To download a PDF version of the document, click on the PDF icon.
GENERATED SIGNED AGREEMENT

OCCUPANCY AGREEMENT
Between
INTERNAL REVENUE SERVICE (Code 2011) and
GENERAL SERVICES ADMINISTRATION

ANY00544  Final Version: 24  Date Last Modified: 29-Sep-2014
N0281ZZ

INTERNATIONAL REVENUE SERVICE (Code 2011) will occupy 4,143.22 usable (5,609.92 rentable) square feet of space and 13 structured parking spaces and 0 surface parking spaces at JAMES M KANLEY PB (N0281) located at 100 SOUTH CLINTON ST., SYRACUSE, NY, for a period of 24 months commencing on or about 09/29/2014.

The agency share of Joint Use Spaces is 430.63 rentable square feet. The agency share of Joint Use Structured Parking Spaces is 0.96 parking spaces.

INTERNATIONAL REVENUE SERVICE (Code 2011) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost and parking escalations.

INTERNATIONAL REVENUE SERVICE (Code 2011) will pay the General Services Administration additional rent for pro-rated share of joint use space associated with this location, if any.

Additional terms and conditions are shown on the attached Occupancy Agreement Financial Summary.

Mandatory Clauses
Promoting Efficient Spending
Promoting Efficient Spending to Support Agency Operations

In accordance with the Presidential Memorandum “Managing Unneeded Federal Real Estate” issued on June 10, 2010 and Office of Management and Budget Memorandum “Promoting Efficient Spending to Support Agency Operations” issued on May 11, 2012, Executive agencies shall not increase the size of their overall civilian real estate inventory and increases in an agency’s total square footage must be offset by reductions elsewhere. INTERNATIONAL REVENUE SERVICE is aware of Section 3 - Real Property of the OMB memo.

Federal Specific Mandatory Clauses
Allocations by Tenant Agency

The tenant agency agrees that it will undertake no alterations to the real property governed by this OA without prior approval from PBS.

Building Services
Building services to be provided are outlined in the PBS Real Property Customer Guide. Additional or upgraded services beyond those identified are provided by PBS on a reimbursable basis. Charges for certain nonrecoverable services may be billed on the PBS Bill. Recurring charges for overdue utilities, enhanced custodial services, mechanical O&M HVAC, mechanical O&M Other and additional guard services are eligible for billing on the PBS Bill provided the tenant agency has been designated as a “participating agency.” The charges must be initiated by the tenant agency and renewed annually. The recurring O&M processing fee will be assessed against each service billed.

Federal Construction

In the case of Federal construction, the parties agree that PBS is responsible for providing the funds necessary to acquire land (if appropriate), design and construct the building shell, and fund the tenant agency’s tenant improvement allowance. The tenant agency is responsible for any tenant improvement costs in excess of the tenant improvement allowance. The parties further agree that savings or cost overruns on the acquisition of land or the design and construction of building shell will not result in increases or decreases in the tenant allowance amount, except in the case of prospective level projects, where bids for the construction of the shell are over the approved budget. In this case, it is permissible to lower the tenant allowance in order to increase the shell budget, but only with approval of the tenant agency. The tenant agency can appeal to the PBS asset manager in cases in which the agency’s assigned tenant improvement allowance is inadequate to provide basic functionality for the space.

Federal Rent Charges

Federal rent charges will consist of a shell rent plus amortized tenant improvements, if applicable. There may be additional charges for operating expenses, security, joint use, parking, and other space items such as amenities. Regardless of the OA term, the shell rate or “as is” rate is set for periods up to but not beyond five (5) years. For OAs with terms beyond five years, the shell or “as is” rent will be re-appraised every five years. In the case of buildings priced on a “Return on Investment” approach, the rent attributable to the original shell improvements will remain level for the duration of the OA. If additional capitalized shell replacements or improvements are made, the shell rent rate will be adjusted every 5 years to reflect the additional investment. Charges for operating expenses, joint use space, parking, antennas and security may be adjusted on an annual basis.

Financial Terms

While this occupancy agreement (OA) addresses financial terms that cover multiple fiscal years, the parties agree that: The tenant agency may relinquish space upon four (4) months’ notice at any point after the first twelve (12) months of occupancy. Thus, after the first twelve (12) months of occupancy, the tenant agency’s financial obligation can be reduced to four (4) months of Rent, plus the unamortized balance of any tenant improvements financed through PBS, plus any rent concession not yet earned. Any fee Rent or other concession given at the beginning of the occupancy term must be allocated on a pro-rata basis over the entire OA term, and the unearned balance repaid to PBS.
Reviewing the Preview Bill

• The OA Preview Bill report displays financial details of the OA (space and rates paid) for a specified month. eOA features a search section to generate Preview Bill documents.

• Preview Bill Criteria
  From the Left Menu Bar, click Reports, and then click Preview Bill. The Preview Bill Report Criteria section will open as a pop-window within the left-menu.

• Enter valid information into one or more of the search criteria fields.
  Click Generate to generate the document or Reset to erase your criteria selection. To download a PDF version of the document, click on the PDF icon.
## Generated Preview Bill

![Preview Bill Report](image)

### Charge Basis vs. Monthly Charge vs. Annual Rate

<table>
<thead>
<tr>
<th>Charge Basis</th>
<th>Monthly Charge</th>
<th>Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shel Rental Rate</td>
<td>$4,441.19</td>
<td>$9,500.00</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$3,945.64</td>
<td>$8,440.00</td>
</tr>
<tr>
<td>Market Rent SubTotal</td>
<td>$8,386.83</td>
<td>$17,039.99</td>
</tr>
<tr>
<td>Security Services</td>
<td>$56.83</td>
<td>$568.30</td>
</tr>
<tr>
<td>Parking</td>
<td>$1,096.62</td>
<td>$12,760.00</td>
</tr>
<tr>
<td>Agency Rent SubTotal</td>
<td>$1,155.45</td>
<td>$2,733.09</td>
</tr>
<tr>
<td>Pro-Rata Joint Use Charges</td>
<td>$781.05</td>
<td>$9,372.60</td>
</tr>
<tr>
<td>Joint Use SubTotal</td>
<td>$786.49</td>
<td></td>
</tr>
<tr>
<td>Total Monthly Rent (A+B+C)</td>
<td>$10,326.77</td>
<td></td>
</tr>
<tr>
<td>Billing Adjustments &amp; Corrections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/2015 Late Activation</td>
<td>$10,326.77</td>
<td></td>
</tr>
<tr>
<td>Adjustments SubTotal</td>
<td>$10,326.77</td>
<td></td>
</tr>
<tr>
<td>Total Rent Bill(D+E)</td>
<td>$20,657.53</td>
<td></td>
</tr>
<tr>
<td>Total Antenna Bill</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Total Reimbursable Services Bill</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>LUMP SUM ITEMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customization Tier</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Amortization Terms (in months)</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>PBS Fee is</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

Note: ANSI Rentable of 5,810 is 4,143 Assigned Usable Space PLUS 1,467 Common Space, R/U Factor is 1.33389344
Reviewing the Combined Signed Agreement & Financial Summary Documents

• A combination of the Signed Agreement and the Financial Summary reports and is frequently referred to as the Combined Report. A user may view this report in Adobe Acrobat format (PDF).

• The Combined Report can be generated for one OA or all OAs, for a specific Agency or Location Code. eOA features a search section to generate **Combined Signed Agreement and Financial Summary documents**.

• From the Left Menu Bar, click **Reports**, and then click **Combined Report**. The **Signed Agreement and Financial Summary Report Criteria** section will open as a pop-window within the left-menu.

• Enter valid information into one or more of the search criteria fields. Click **Generate** to generate the document or **Reset** to erase your criteria selection. The PDF version of the document will display.
Combined Signed Agreement & Financial Summary Document

Signed Agreement and Financial Summary

OCCUPANCY AGREEMENT
Between
INTERNAL REVENUE SERVICE (2011)
And
GENERAL SERVICES ADMINISTRATION

ANY08544 Final Version: 24 Date Last Modified: 29-Sep-2014
NY0281ZZ Fiscal Year Update

INTERNAL REVENUE SERVICE (Code 2011) will occupy 4,143.22 usable (5,609.92 rentable) square feet of space and 13 structured parking spaces and 0 surface parking spaces at JAMES M HANLEY PB (NY0281) located at 100 SOUTH CLINTON ST., SYRACUSE, NY, for a period of 24 months commencing on or about 09/29/2014.
The agency share of Joint Use Spaces is 420.63 rentable square feet. The agency share of Joint Use Structured Parking Spaces is 0.06 parking spaces.

INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost and parking escalations.

INTERNAL REVENUE SERVICE (Code 2011) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any.

Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.
Mandatory Clauses
Promoting Efficient Spending
Promoting Efficient Spending to Support Agency Operations
1. Keep an active extranet Portal account.

1. Participate in the user role recertification that occurs yearly.
eOA Troubleshooting

• eOA will display error messages on the screen to indicate what validations failed or conditions were not met in order to process the requested user action.

• If system problems occur, shut down your current browser window (click on the X in the top right corner of your browser window) and re-launch it from the eOA icon on the Portal. You may also review the eOA user manual for additional information. eOA User Manual

• eOA Technical Assistance:
  COPBSApp@gsa.gov
  Local Number: (202) 219-1054
  National Number: 866-367-7878
Electronic Occupancy Agreements (eOA)

- Electronic Occupancy Agreements Website: http://www.gsa.gov/portal/content/242871

- eOA Technical Assistance: COPBSApp@gsa.gov
  Local Number: (202) 219-1054
  National Number: 866-367-7878
Depending on Your Need...  
PBS Customer Dashboard vs eOA vs Rent on the Web

<table>
<thead>
<tr>
<th>PBS Customer Dashboard</th>
<th>eOA</th>
<th>Rent on the Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>New tool - in early limited release for beta testing. Future CES session planned for FY19 Q2</td>
<td>Contains both Final and Closed (Terminated) OAs</td>
<td>Historical monthly billing for any given month</td>
</tr>
<tr>
<td>Will contains current, Final OA’s only and basic information</td>
<td>Contains full details of the OA, including square footage history, current, future and past rates, joint use charges, billing adjustments and contact information</td>
<td>Provides detailed spreadsheets with all past amounts, but no visibility into future billing rates</td>
</tr>
<tr>
<td>Will provide summary OA data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will offer an visual overview - charts, maps and planning milestone information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Complementary tools to help you manage your space assignments and understand your rent**
Questions?

**Steven Peters**  
Portfolio Management Specialist  
Real Property Asset Management  
GSA PBS Central Office  
[steve.peters@gsa.gov](mailto:steve.peters@gsa.gov)  
215-446-4670

Thank you for joining us today for a  
**A Demonstration of the** Electronic Occupancy Agreement (eOA) Tool
Join us in October For...

Ring in the New Fiscal Year With eRETA!
Tuesday, October 9th  1pm-3pm Eastern
Register Now

and

Cost Management  - A Holistic Approach
Thursday, October 18  1pm-3pm Eastern
Register Now

We’re on YouTube!  Bookmark and binge watch all your favorite CES sessions
www.gsa.gov/ces
ClientEnrichmentSeries@gsa.gov